



# Turnitin Instructor User Manual

## Chapter 4: GradeMark®

Updated October 3, 2012


## GradeMark® Paperless Grading

### Introduction

With GradeMark® an instructor is able to edit and grade student papers online. The instructor can add comments within the body of the paper, point out grammar and punctuation mistakes, evaluate the paper against qualitative or quantitative rubrics, assess the student's performance within the class and enter a grade for the paper that is automatically saved into GradeBook (optional). GradeMark offers a grammar and spelling checker, e-rater, to automatically scan and mark up papers with grammar and spelling errors. GradeMark is currently designed for full compatibility with the following browsers:

Internet Explorer 7.x and 8.x (Windows)  
 Mozilla Firefox 3.x (Windows, Mac OS X)  
 Google Chrome 4 and above (Windows, Mac OS X)  
 Safari (Mac OS X)







Other browsers can be used to view or access this product but may not have access to the full functions and features. GradeMark is best used with one of the approved browsers.


 **Note:** GradeMark works best when the text of the submissions have double spaced text.

An instructor can access the GradeMark system from any one of four locations within Turnitin:

- the assignment inbox
- a student portfolio
- viewing a paper after clicking on the paper title
- from the GradeBook grading page

To mark a paper in the GradeMark system from the assignment inbox, student portfolio page, or GradeBook grading page the instructor will click on the pencil icon under the grade column to the right of the paper that needs to be marked. A new window will open displaying the GradeMark interface. Using this interface, an instructor can add marks, general comments, and location specific comments to a student paper as well as entering a numeric grade.

TITLE	SIMILARITY	GRADE	RESPONSE	FILE
The Convicts Shadow	27% 		•	
Groomed for Revenge	14% 		•	

 **Note:** If no icon appears in the GradeMark column, then the paper has not been submitted by the student to the assignment.

## Grading Marks

The GradeMark system contains several tools and types of mark that instructors can use in grading and assessing papers. These include:

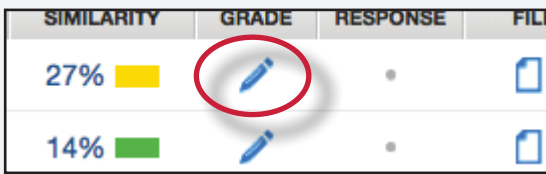
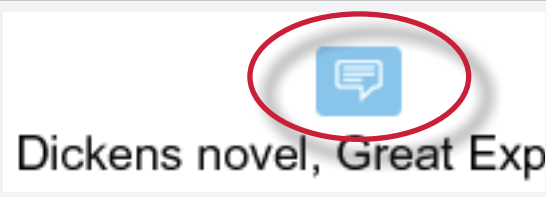
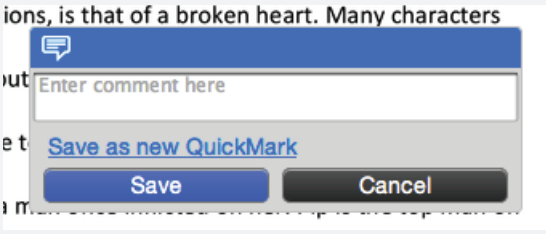

- comments
- inline comments
- QuickMark comments
- rubric scorecards
- general comments

## Comments

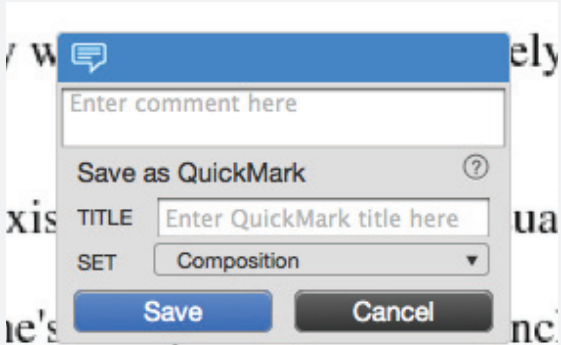

A comment is equivalent to the notes that an instructor may write in the margins of a paper. A comment might be:

*"Your thesis is unfocused. Consider refining your thesis in subsequent versions of this paper."*

A comment may be up to one thousand characters in length.

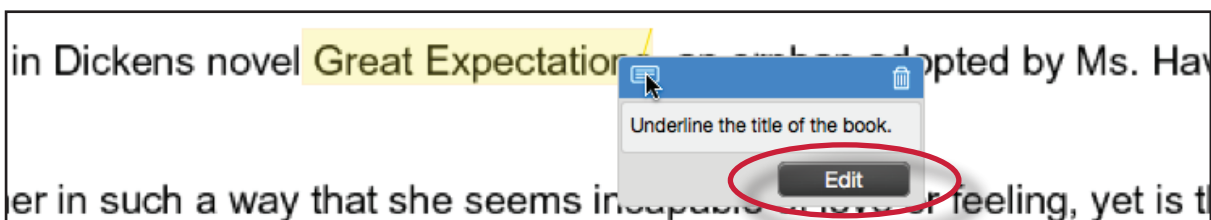
Adding a comment to a paper:	
1. Click on the pencil icon for a submission to access the GradeMark interface	
2. Click on the point on the paper to add the comment to	
3. Enter text into the text field of the comment bubble	
4. (Optional) If you would like to make this comment into a reusable QuickMark comment, click on the <i>Save as new QuickMark</i> button	



<b>Adding a comment to a paper:</b>	
<p>4B. (Optional) Enter a title for the QuickMark. This title will be displayed on the paper.</p> <p>Select a set to add this QuickMark to by clicking on the <i>Set</i> drop down menu.</p> <p>Click <i>Save</i> to save the comment as a QuickMark</p> <p>Note: QuickMark comments that are not added to a set will be located within <i>All</i> in the QuickMark manager</p>	
<p>6. Click the <i>Save</i> button to save the comment</p>	

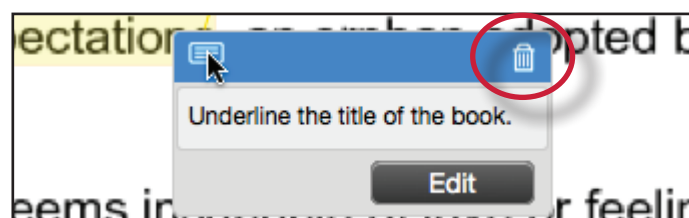
The comment will be added to the paper.

The comment can be edited at any time by hovering the cursor over the mark for the comment and then clicking the *Edit* button. Edit the comment and click *Save* to save any changes made to the comment. To move a comment, click and hold on the mark symbol and drag the icon to a new location.





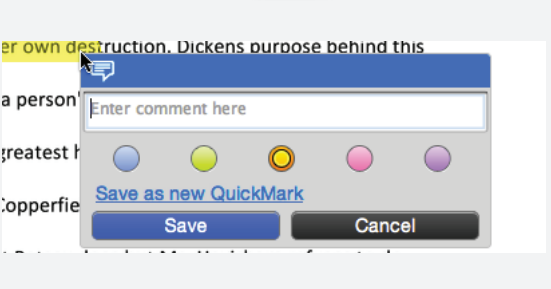

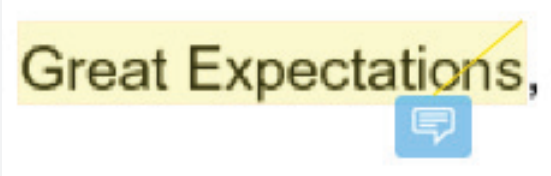
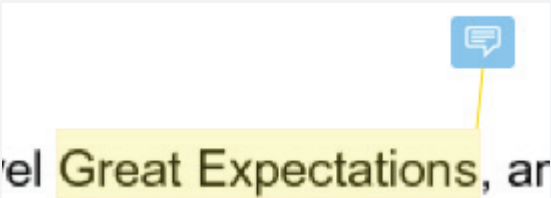
## Deleting a Comment

A comment and the associated mark can be deleted by clicking on the mark symbol on the paper. Click on the trash can icon at the top right of the comment bubble to delete the mark from the paper.



## Highlighting Text for a Comment

An instructor can associate a highlighted section of text with a comment to reference a specific area of text.

<b>To associate a highlight with a comment:</b>	
1. Within the GradeMark interface select the text of the paper	
2. Click anywhere within the highlighted text to open up a comment bubble	
3. The selected text will be highlighted and the comment is placed where the highlighted section of text was clicked. Enter the comment into the text field of the comment bubble. Select the highlight color from the 5 color options. Yellow is the default color for highlights	
4. Click the <i>Save</i> button to save the comment	
5. The comment icon will appear where the highlight was clicked. The comment icon can be moved away from the highlight and still be associated with the highlight by a connecting line	
6. To move the comment icon click on the icon and drag it to the new location, release the held click	

## Striking Through Text

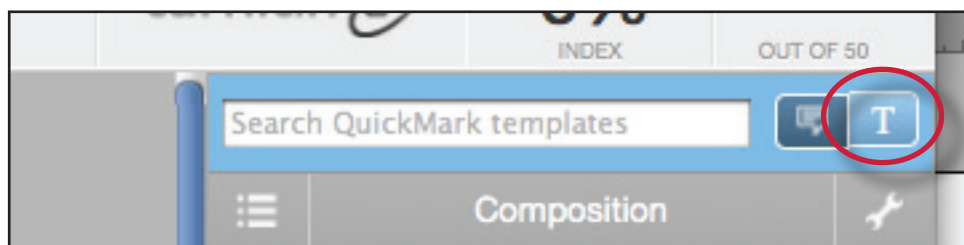
An instructor can strike through text within GradeMark by first selecting the text and then hitting either delete or backspace on the keyboard. To delete the strikethrough hover over the strikethroughed text and then click on the trash can icon that appears.



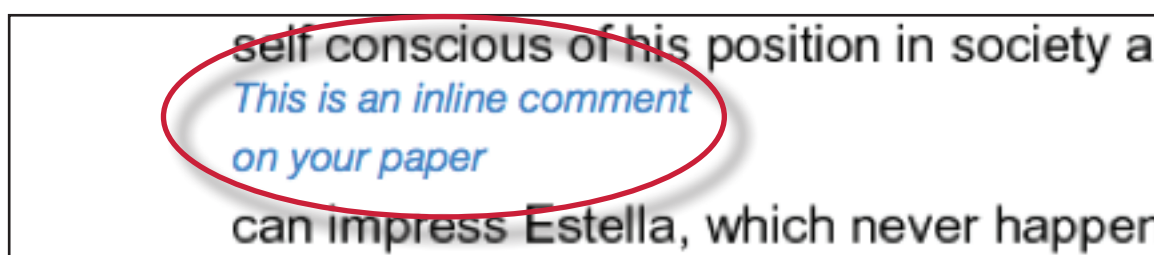
## Inline Comments

Inline comments allow instructors to add marks directly onto the paper. The inline comment appears as type overlaid on the paper.

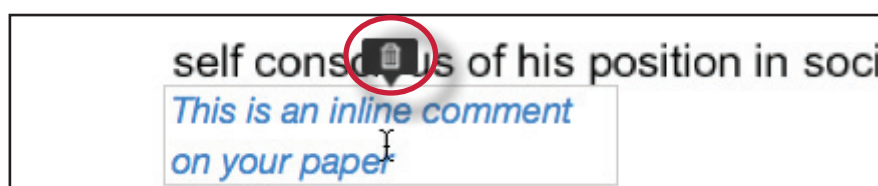
To add an inline comment, click on the type tool button within the sidebar.



The user can click on the paper where the comment should begin. The inline comment will show up as a light gray highlighted box over which typing may be done. When finished, click elsewhere on the paper. The inline comment will appear as blue text directly on the paper. To edit an inline comment click directly on the inline comment's text and adjust the comment accordingly.



An inline comment can be deleted by moving the cursor over the comment and then clicking on the trash can icon that appears above of the inline comment. Deleted comments can be recovered by clicking on the *Undo* button at the bottom of the document viewer.



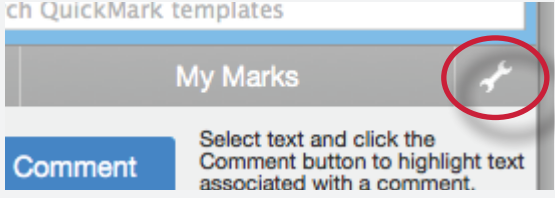
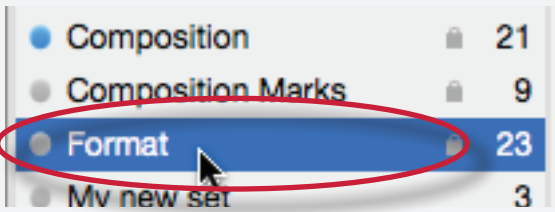

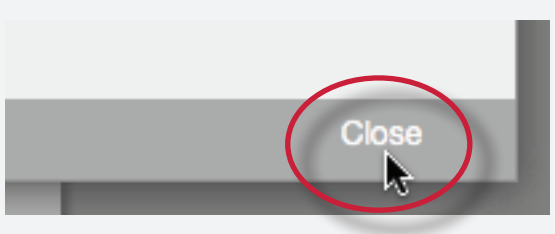
The inline comment can be moved by clicking on the inline comment's gray border and dragging the comment to a new location on the page. The cursor will transform into a hand notifying the user that a click will enable the inline comment to be moved. Releasing the mouse will affix the inline comment to the new location on the page.



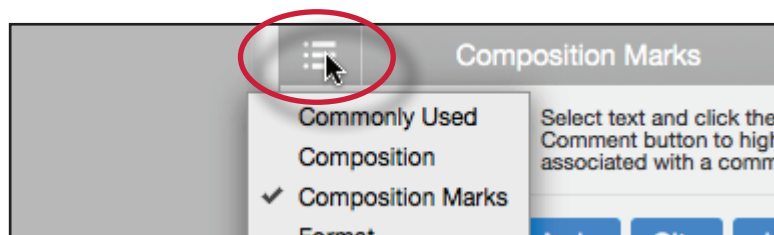
## QuickMark<sup>SM</sup> Comments


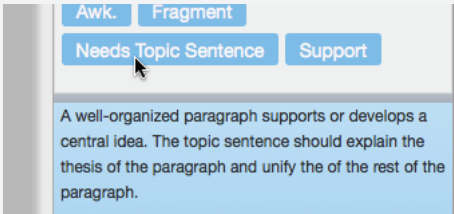
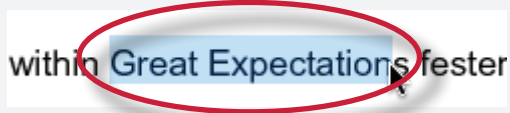
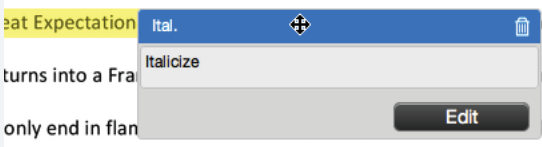

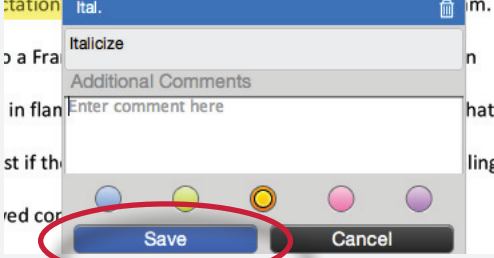
The QuickMark comments are commonly used or standard editing marks that instructors can utilize when editing and grading papers.

These marks are stored in sets found in the QuickMark Manager. The marks are added to a student paper from the QuickMark Sidebar. The GradeMark system automatically provides four QuickMark sets consisting of commonly used editing marks and standard corrections. Instructors can use these sets, create sets of their own, access a set shared by the Turnitin account administrator, upload a set provided by another teacher, or draw from a combination of sets.

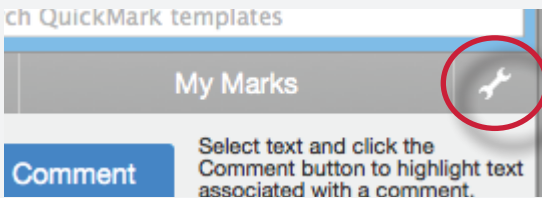
To select the active QuickMark set for the QuickMark sidebar:	
1. Click on the QuickMark Manager icon	
2. The active set has the circle next to its name filled in with blue. Click on the name of the set to add to the sidebar	
3. Click the <i>Make this the active set</i> link in the far right column	
4. Close the library by clicking on the <i>Close</i> link in the bottom right corner of the QuickMark Manager. The QuickMark comments within the active QuickMark set will now be displayed in the QuickMark sidebar	

To change the active QuickMark set without opening the QuickMark Manager, click on the QuickMark set list icon to the left of the active set name and select the set to use to mark up the paper.


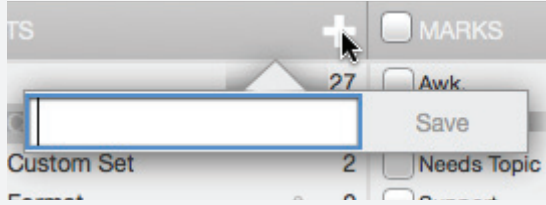


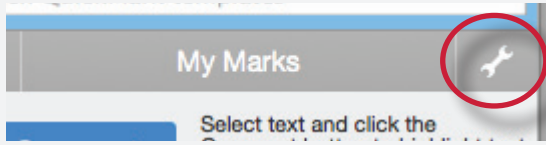

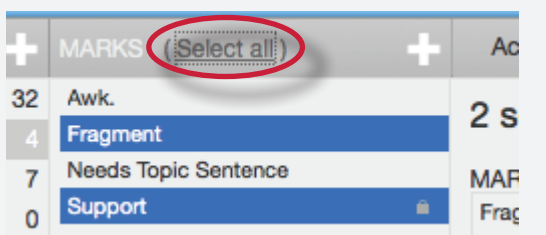
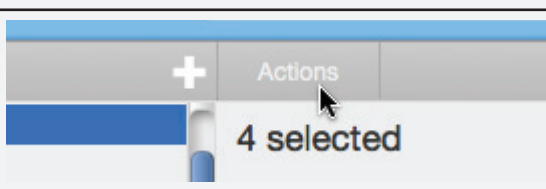
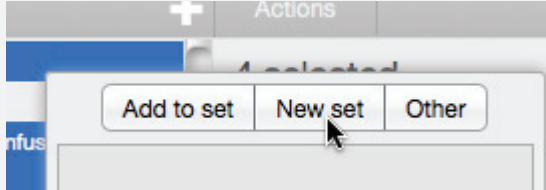
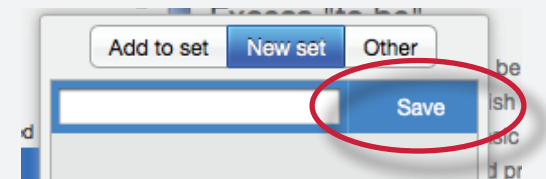
<b>To add a QuickMark editing mark to a paper:</b>	
1. If the QuickMark sidebar is not open, Click on the <i>QuickMark</i> button below the sidebar	
2. Click the QuickMark comment to add it to the center of the paper or click and drag the comment to the desired location on the paper. Hovering over a QuickMark will display the description of the mark in the blue tinted area below the QuickMark sidebar	
3. To associate a highlight with a QuickMark comment, select the text on the paper and then click on the QuickMark comment on the sidebar	
4. The QuickMark comment will automatically be placed at the end of the highlight	
5a. (Optional) Instructors can add additional comments to a QuickMark or change the color of the highlight by clicking on the <i>Edit</i> button while hovering over a QuickMark comment	
5b. (Optional) Enter the additional comment in the text box or select a different color for the highlight. Then click <i>Save</i> to add the additional comment to the QuickMark or apply the new highlight color	

## Creating QuickMark Sets

<b>To create a new empty QuickMark set:</b>	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	

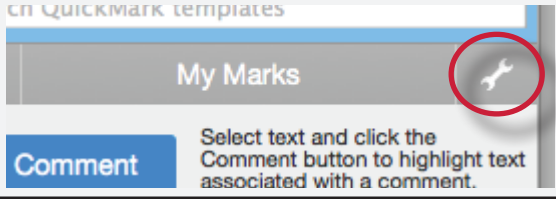
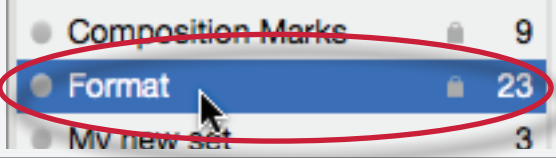
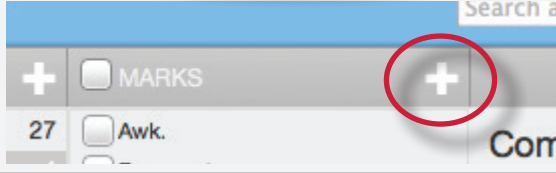
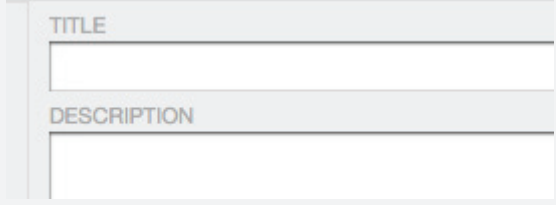
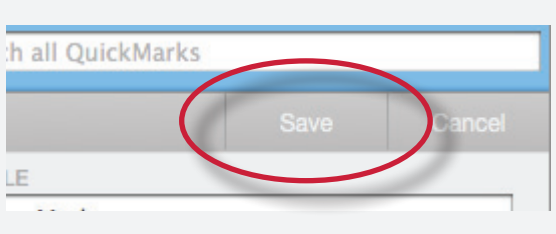


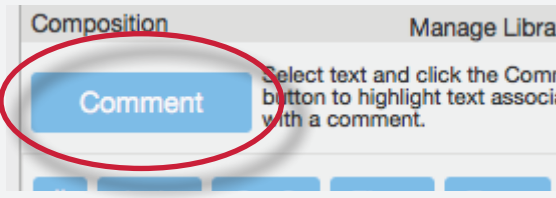
<b>To create a new empty QuickMark set:</b>	
2. Click on the “+” icon to the right of the SETS column header	
3. Enter the title for the new QuickMark set and then click <i>Save</i>	

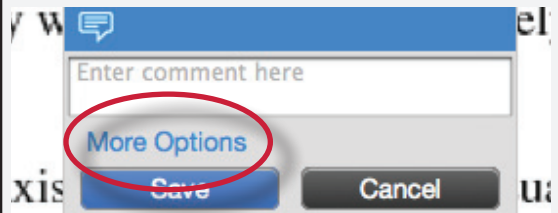
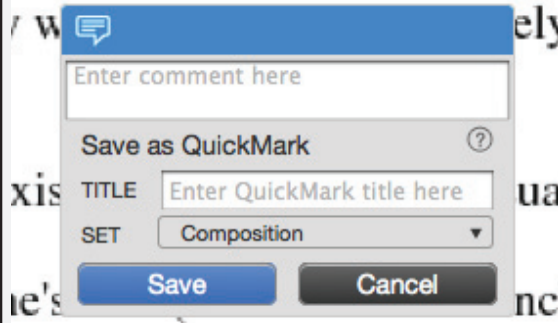

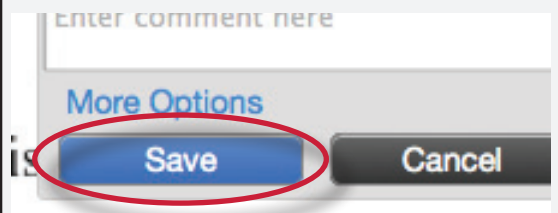
<b>To create a new set from selected marks:</b>	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on <i>All</i> above the set names	
3. Every QuickMark throughout all sets will be listed within the MARKS column. Select the Marks to copy. Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the <i>Select all</i> link	
4. Click on the Actions link to the right of the MARKS column	
5. Click on the <i>New set</i> button	
6. Enter a name for the new set and then click on the <i>Save</i> button. The new set will be created with the marks that were selected	

## Creating QuickMark Comments

Instructors can create their own QuickMark comments in the QuickMark Manager or transform a regular comment on a paper into a QuickMark. This allows instructors to create class or curriculum specific marks that may not be part of the sets provided by Turnitin or the account administrator.

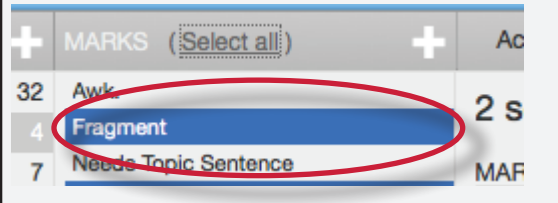
To create a new QuickMark:	
1. Click on the QuickMark Manager icon from the QuickMark sidebar	
2. Click the name of the set to add a new QuickMark to	
3. Click the “+” icon next to the MARKS column header	
4. Enter the following information for the new mark: <ul style="list-style-type: none"> <li>a title</li> <li>a description</li> </ul>	
5. Click <i>Save</i> to save the new QuickMark symbol into the selected set	

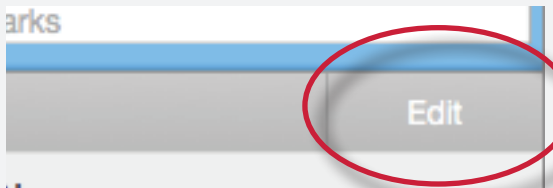
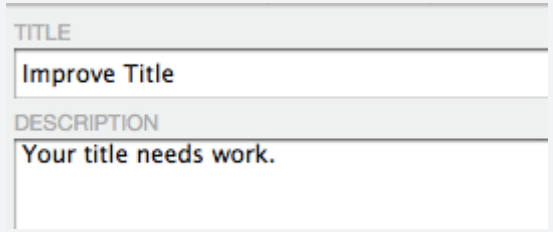
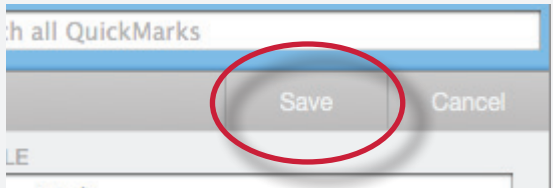
To create a new QuickMark from a regular comment made to a paper:	
1. Click on the <i>Comment</i> button on the side bar or click anywhere on the paper to add a comment to the paper	
2. Enter the comment description within the text field	

<b>To create a new QuickMark from a regular comment made to a paper:</b>	
3. Click on the <i>More Options</i> link	
4. Enter a title for the QuickMark. This title will be displayed on the paper.  Select a set to add this QuickMark to by clicking on the drop down menu below <i>Add to set</i> :	
 Note: QuickMark comments that are not added to a set will be located within <i>All</i> in the QuickMark manager	
5. Click <i>Save</i> to save the new QuickMark comment	

## Editing QuickMark Comments

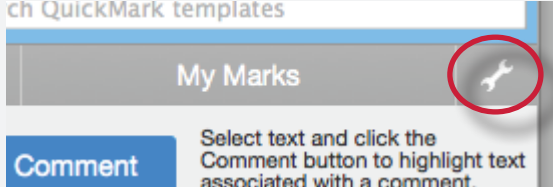
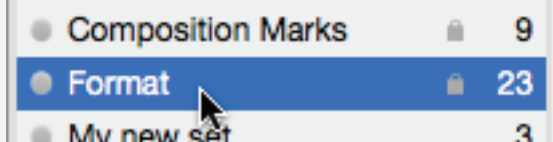
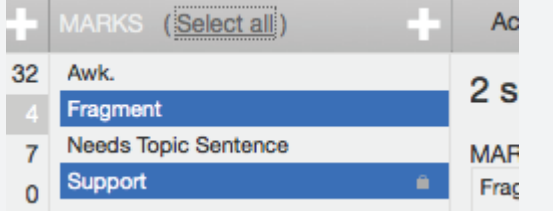
QuickMark comments can be edited from within the QuickMark Manager. Any edits that are made to a QuickMark are applied to every instance where this mark appears in your students' papers.

<b>To edit a QuickMark comment:</b>	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of the QuickMark set containing the mark to edit. Then click on the QuickMark you would like to edit  Note: If a lock icon appears next to a QuickMark within the Marks list it cannot be edited. A lock icon indicates a QuickMark that is either shared by the account administrator or is provided by Turnitin.	

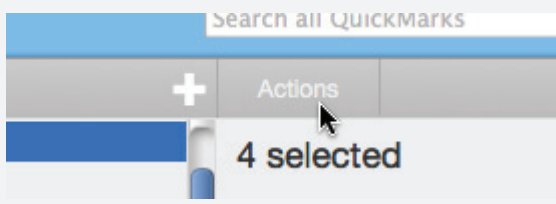
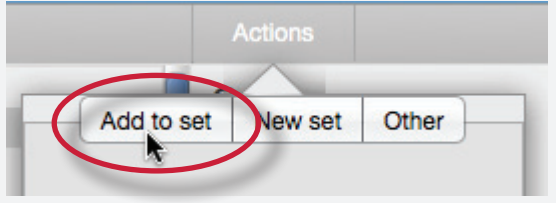
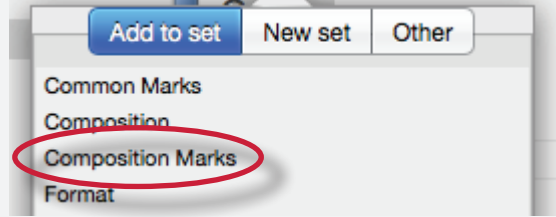
<b>To edit a QuickMark comment:</b>	
3. An <i>Edit</i> button will appear in the top right corner of the QuickMark manager. Click the <i>Edit</i> button to edit the QuickMark	
4. Edit the information for the mark	
5. Click <i>Save</i> to save the changes made to the mark in this QuickMark set	

## Copying Marks to an Existing Set

Marks within a QuickMark set can be copied to existing QuickMark sets.

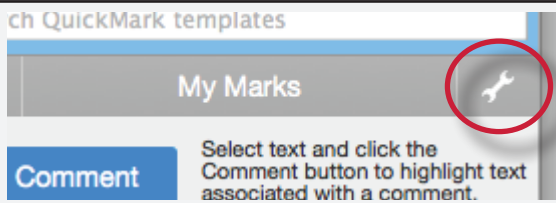
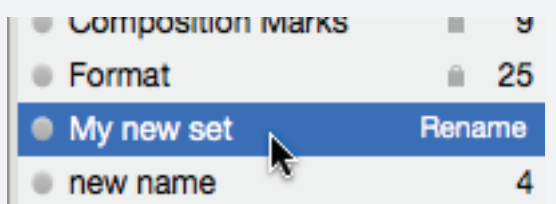
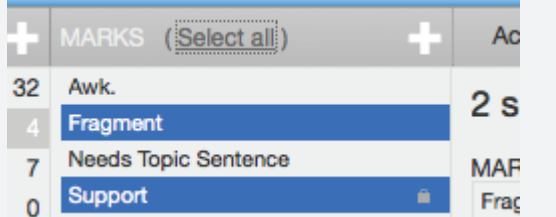
<b>To copy a mark to an existing QuickMark set:</b>	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click the name of the QuickMark set containing the mark (s) to copy	
3. Select the marks to copy. Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the <i>Select all</i> link	

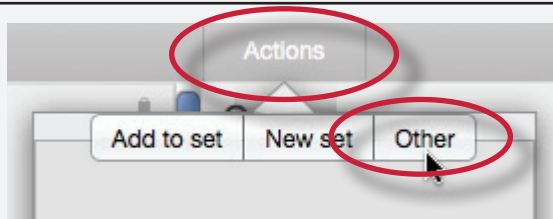
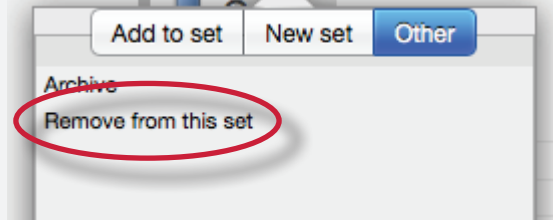


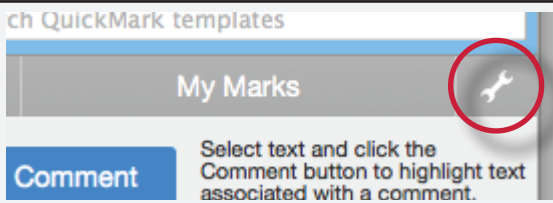
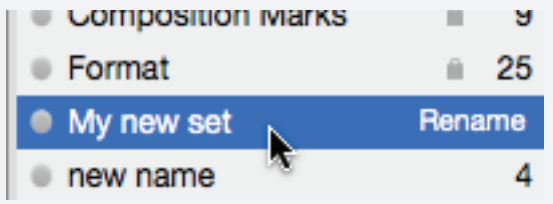
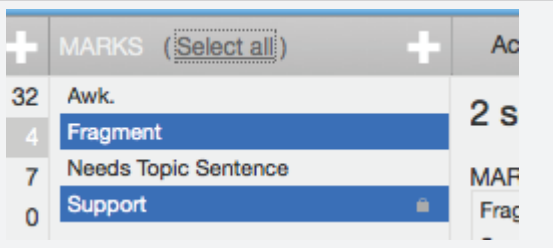
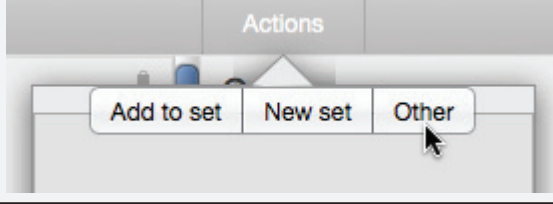
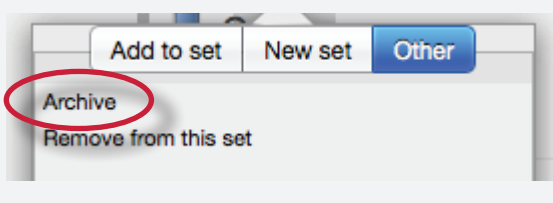
<b>To copy a mark to an existing QuickMark set:</b>	
4. Click on the <i>Actions</i> link under the search field	
5. Click on the <i>Add to set</i> button	
6. Select the set from the list that you would like to add the marks to	

## Archiving or Removing a QuickMark from a Set

A QuickMark can not be completely deleted from the system but may be removed from all active sets and archived.

<b>To remove marks from a QuickMark set:</b>	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of a QuickMark set	
3. Select the marks to remove	

<b>To remove marks from a QuickMark set:</b>	
4. Click on the <i>Actions</i> link to the right of the Marks column header and click on the <i>Other</i> button	 A screenshot of the 'Actions' menu. The 'Actions' header is circled in red. Below it, the 'Other' button is also circled in red. Other buttons visible are 'Add to set' and 'New set'.
5. Click on the <i>Remove from this set</i> option	 A screenshot of the 'Other' menu. The 'Remove from this set' option is circled in red. Other options visible are 'Archive', 'Add to set', and 'New set'.

<b>To remove a QuickMark from all sets and archive it:</b>	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	 A screenshot of the QuickMark Manager sidebar. The wrench icon in the top right corner is circled in red. Text below the icon says 'Select text and click the Comment button to highlight text associated with a comment.'
2. Click on the name of a QuickMark set	 A screenshot of the QuickMark sets list. The set 'My new set' is highlighted in blue. A mouse cursor is pointing at it. Other sets listed are 'Composition Marks', 'Format', and 'new name'.
3. Select the marks to remove	 A screenshot of the Marks list. The 'Fragment' and 'Support' rows are selected and highlighted in blue. The 'MARKS' header has a '(Select all)' link next to it.
4. Click on the <i>Actions</i> link to the right of the Marks column header and click on the <i>Other</i> button	 A screenshot of the 'Actions' menu. The 'Other' button is circled in red. Other buttons visible are 'Add to set' and 'New set'.
5. Click on the <i>Archive</i> option	 A screenshot of the 'Other' menu. The 'Archive' option is circled in red. Other options visible are 'Remove from this set', 'Add to set', and 'New set'.

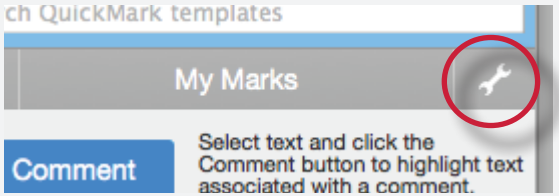
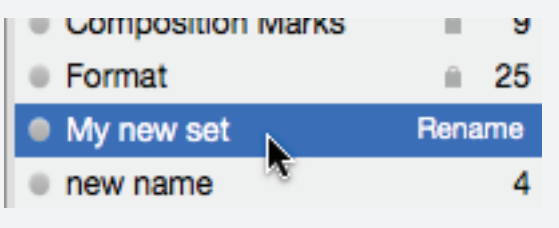
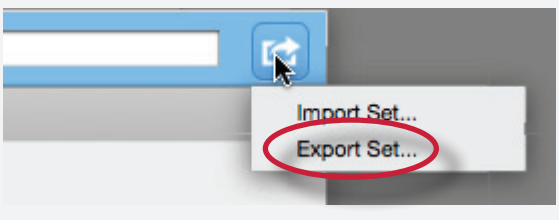
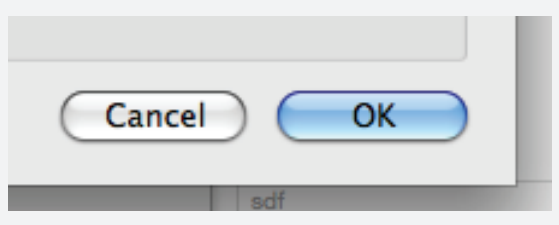
**Note:** A QuickMark with a lock symbol to the right of its name in the MARKS list cannot be removed from the Turnitin provided sets: Composition, Format Punctuation, and Usage.

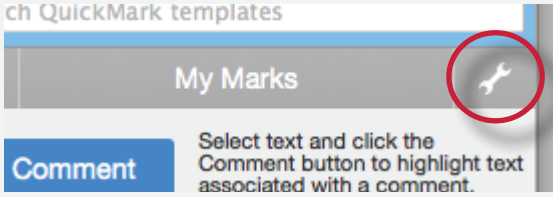
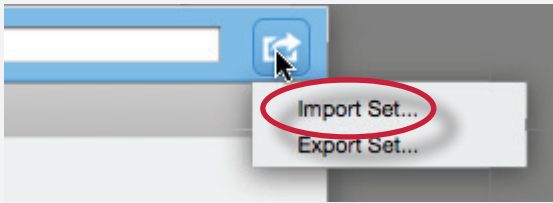
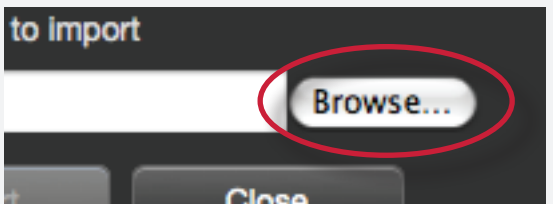
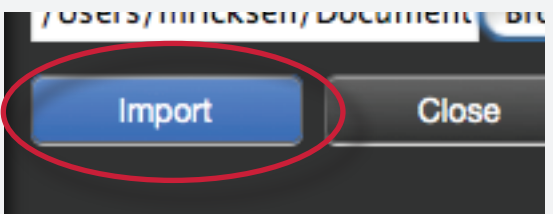
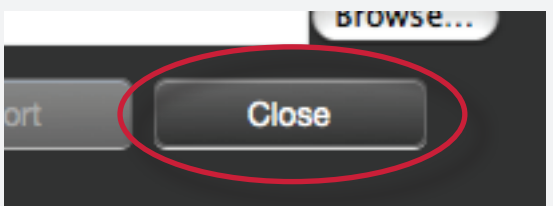
**Warning:** Archiving a QuickMark will remove it from all QuickMark sets in the QuickMark Manager.

**Warning:** Instructors may only add, delete, copy, or edit QuickMark sets and marks that they own. QuickMark sets with a lock icon to the right of the set name cannot be modified and are provided by Turnitin or the account administrator.

## Exporting and Importing QuickMark Sets

Within the QuickMark Manager instructors can export QuickMark sets to share with other instructors or import QuickMark sets to use when grading papers with GradeMark. Unlike sharing, once a QuickMark set has been imported into an account it is then owned by that instructor who may then make any desired changes to the QuickMark comments.

To export QuickMark sets:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of a QuickMark set to export	
3. Click on the import/export button and select <i>Export Set...</i> from the drop down menu	
4. A prompt will appear asking if you would like to save the file, click OK to save the file. The file name will be the QuickMark set name with .qms appended.	

To import QuickMark sets:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the import/export button and select <i>Import Set...</i> from the drop down menu	
3. Click on the <i>Browse</i> button and locate the QuickMark set file on your computer. Only .qms file types may be imported into the QuickMark manager	
4. Click on the <i>Import</i> button	
5. To import additional QuickMark sets repeat steps 3-4.	
6. Click the <i>Close</i> button to return to the QuickMark Manager	



## Rubric Scorecards


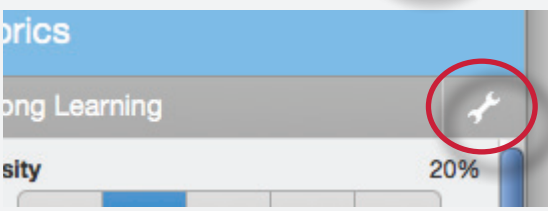
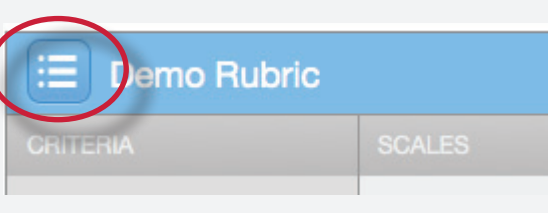

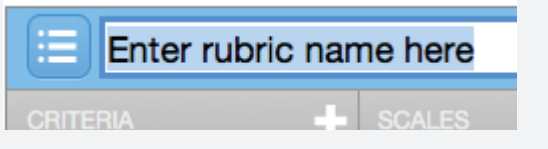
Rubric scorecards can be used to evaluate student work based on defined criteria and scales. The rubric scorecards can be created by the account administrator and shared to all instructors on an account. Instructors can also create and share rubric scorecards, allowing other instructors to upload the rubric scorecard to their classes.

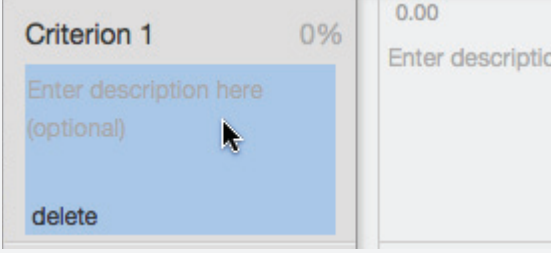
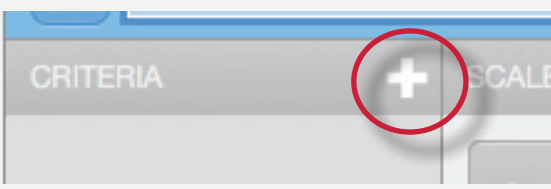
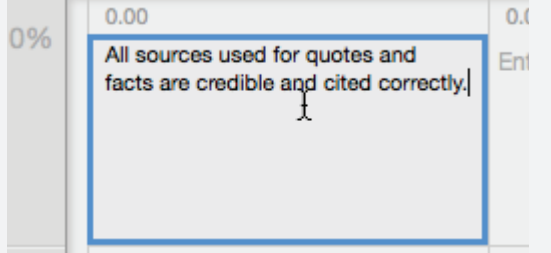
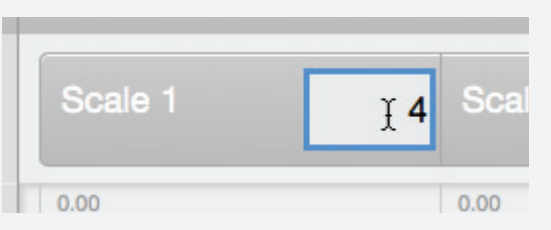
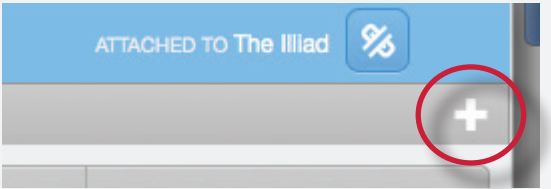
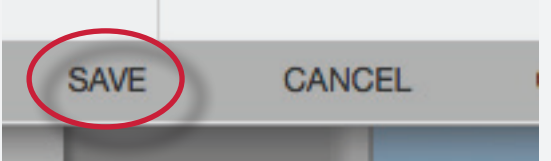
There are three rubric types:


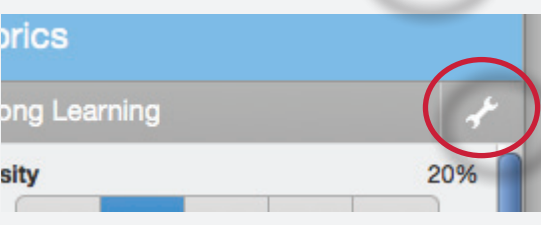
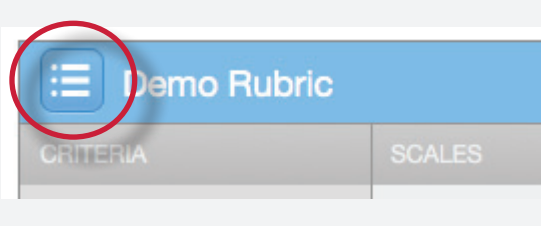
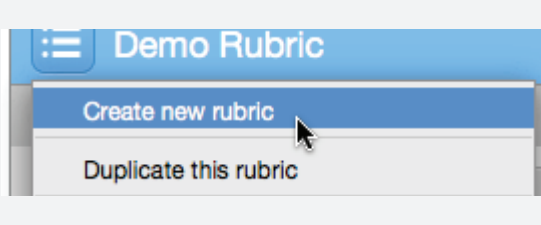
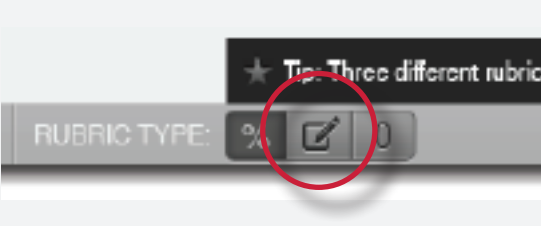
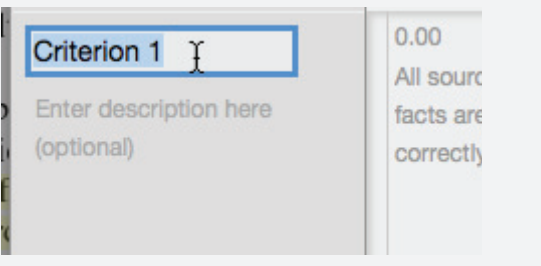
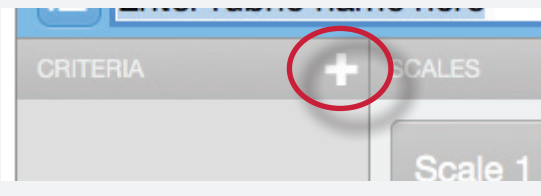
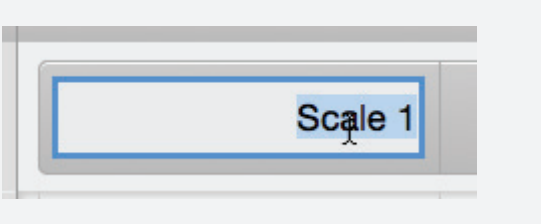
**Standard rubric** - allows you to enter scale values and criteria percentages. The maximum value for the Standard rubric will be the same as the highest scale value entered

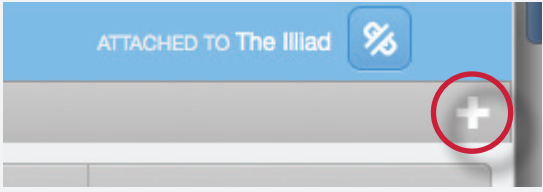
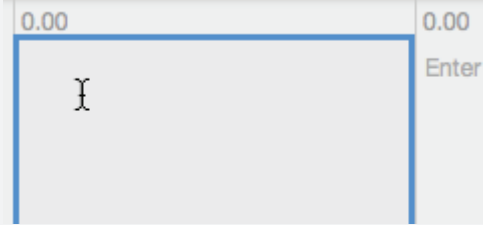
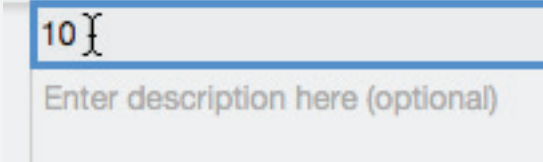
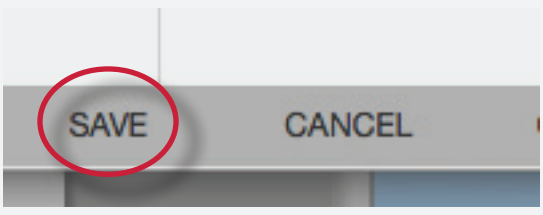
**Custom rubric** - allows you to enter any value directly into the rubric cells. The maximum value for the Custom rubric will be the sum of the highest value entered in each of the criteria rows

**Qualitative rubric** - allows you to create a rubric that has no numeric scoring


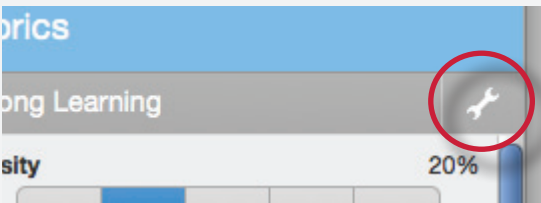
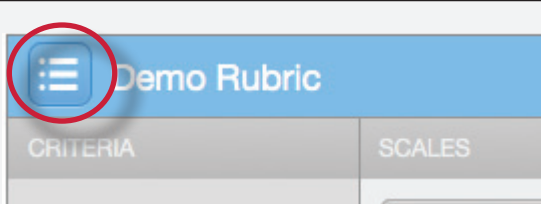
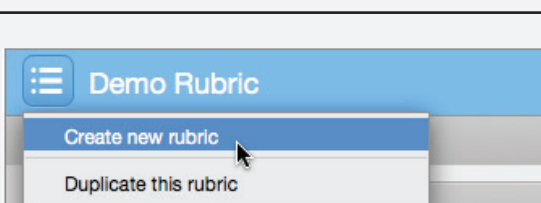
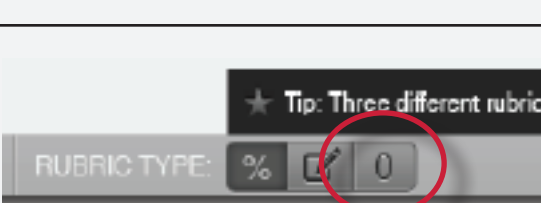
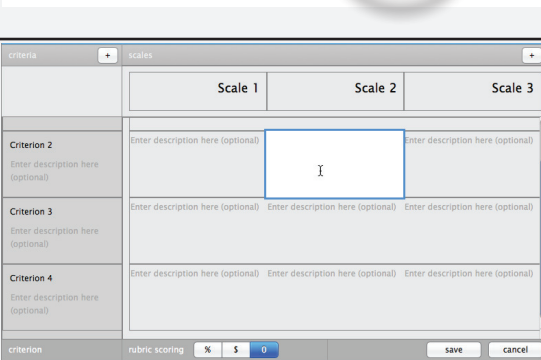
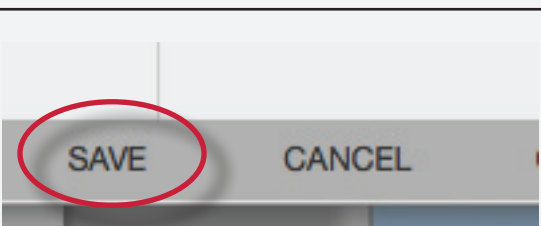
To create a standard rubric scorecard:	
1. Click on the <i>Rubric</i> icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the Rubric list icon	
4. Select <i>Create new rubric</i> from the drop down menu	
5. Enter the Rubric name in the top left of the rubric manager	

<b>To create a standard rubric scorecard:</b>	
6. To edit the name, description, or percentage value for a criterion, click directly on the title, description or percentage value to open the text box field. Enter the new title, description or value and press enter to finish editing the field or click elsewhere on the screen	
7. To add extra rows of criteria click on the “+” icon to the right of the Criteria header	
8. To enter the description for each cell, click on the cell, enter the description and then click outside of the cell's text field to finish editing the description	
9. To enter the scale title or value, click on the scale title or scale value and enter the title or value. Click elsewhere on the screen to finish editing	
10. To add extra scale columns click on the “+” icon to the right of the Scale header	
11. Once the rubric is completed, click on <i>Save</i> at the bottom right of the Rubric Manager	

<b>To create a custom rubric scorecard:</b>	
1. Click on the <i>Rubric</i> icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the Rubric list icon	
4. Select <i>Create new rubric</i> from the drop down menu	
5. Click on the rubric type icon for the custom rubric at the bottom of the Rubric Manager	
6. To enter the title and description for each criterion, click on the appropriate field and enter the new title or description within the text field that appears. Click elsewhere on the screen to finish editing the criterion title or description	
7. To add extra rows of criteria click on the “+” icon to the right of the Criteria header	
8. To edit scale titles click on the Scale title and enter new title. Click else where on the screen to finish editing the scale title	


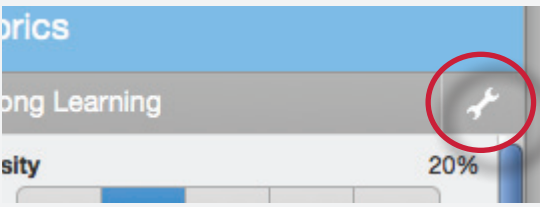
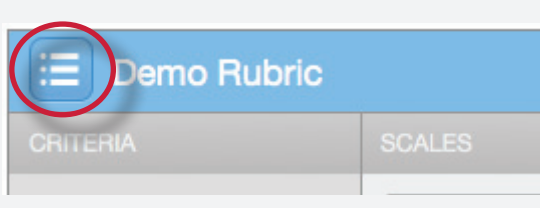
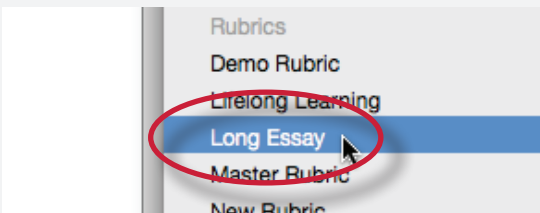
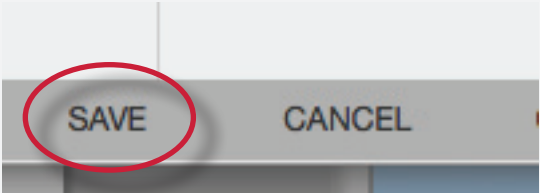
<b>To create a custom rubric scorecard:</b>	
9. To add extra scale columns click on the “+” icon to the right of the Scale header	
10. To edit the cell descriptions click on the description field. Enter the description and then click elsewhere on the paper to finish editing the description	
11. Enter the cell value for each cell by clicking on the 0.00 portion of each cell. In a custom rubric cell values are chosen by the instructor	
12. Once the rubric is complete click on <i>Save</i> to save the rubric scorecard	




<b>To create a qualitative rubric scorecard:</b>	
1. Click on the <i>Rubric</i> icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the Rubric list icon	
4. Select <i>Create new rubric</i> from the drop down menu	
5. Click on the rubric type icon for the qualitative rubric at the bottom of the Rubric Manager	
6. Edit the criteria title and description, the scale title, and each cell description by clicking on either the title or description fields	
7. When all the criterion, scales, and cells have been edited click on <i>Save</i> to save the rubric	

## Modifying Rubrics



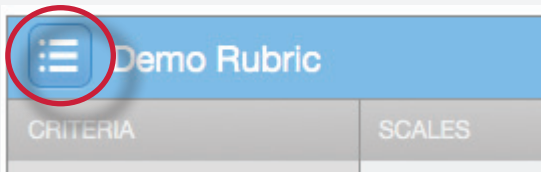
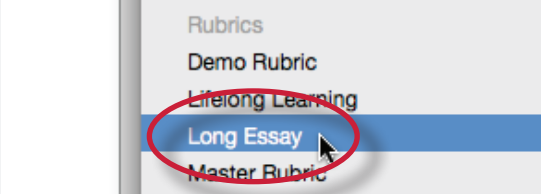
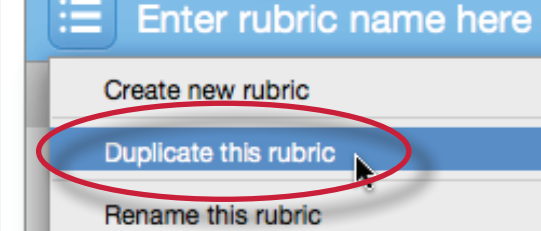
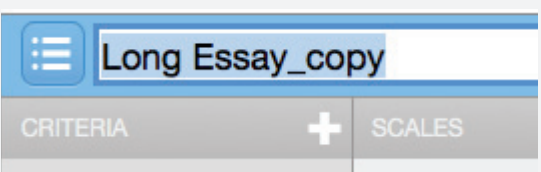
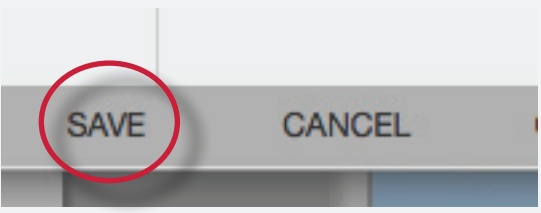
Rubric scorecards can be modified after creation. However, if the rubric scorecard has been used to score student papers, modification of the rubric scorecard will not be allowed.

To modify a rubric:	
1. Click on the <i>Rubric</i> icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the Rubric list icon	
4. Select the rubric you would like to edit from the list of rubrics  Note: Rubrics that have been shared with you cannot be edited	
5. Change the rubric as needed	
6. Click <i>Save</i> to save any changes	

 **Note:** Rubrics can only be edited if they have not been used to grade a paper before.


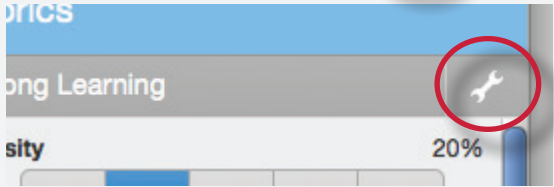
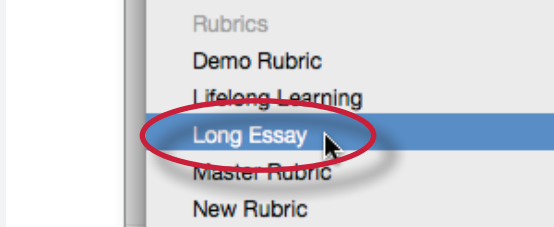
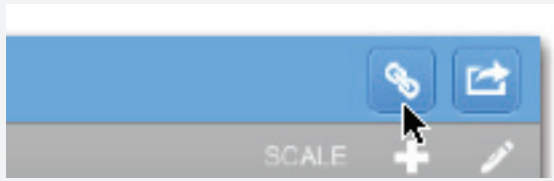
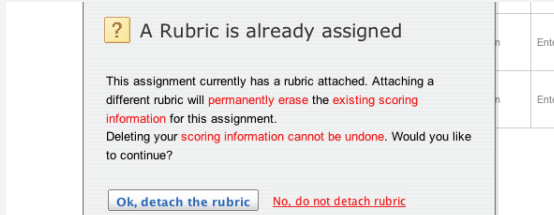
## Duplicating a Rubric

Rubrics that have been attached to an assignment cannot be edited. Duplicating a rubric helps instructors reuse a rubric that they would like to modify.

To duplicate a rubric:	
1. Click on the <i>Rubric</i> icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the rubric list icon	
4. Select the rubric you would like to duplicate from the list of rubrics	
5. Click on the rubric list icon and select <i>Duplicate this rubric</i> from the drop down menu	
6. (Optional) Enter a new name for the rubric and make any changes to the rubric	
7. Click <i>Save</i> to save the changes	

## Attaching a Rubric to an Assignment

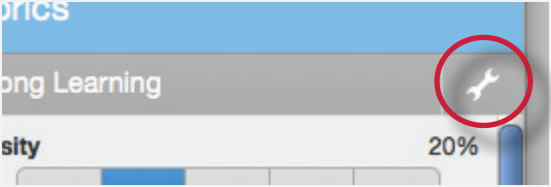
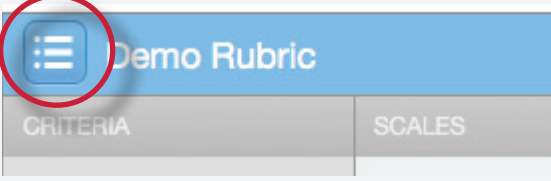
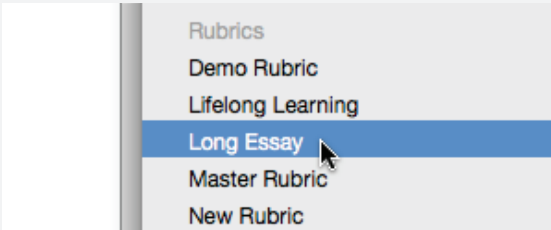
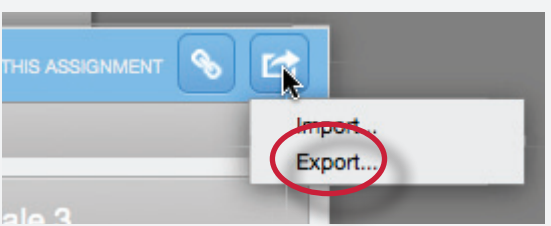
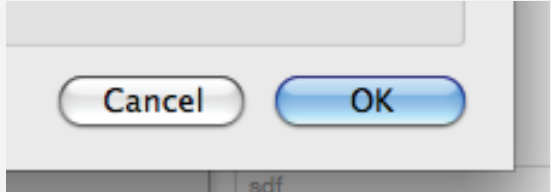
To use a rubric scorecard, the instructor must first access the GradeMark view of a student paper in an assignment and attach the rubric to the assignment. This enables the rubric scorecard for the assignment.

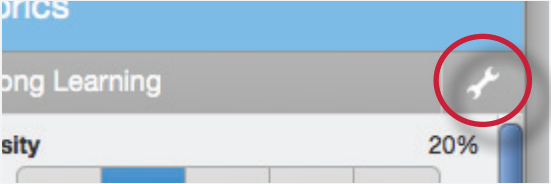
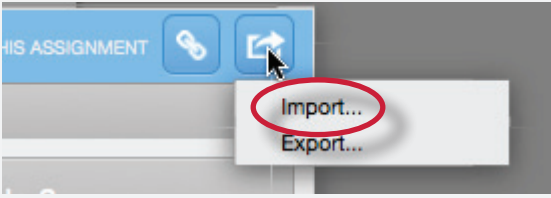
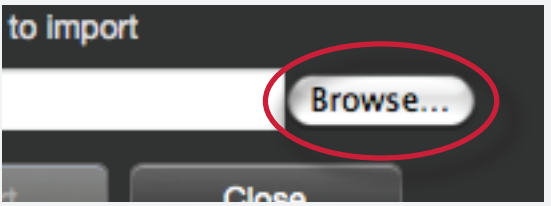
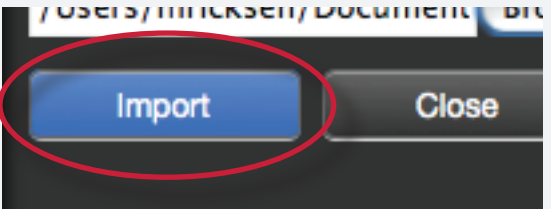
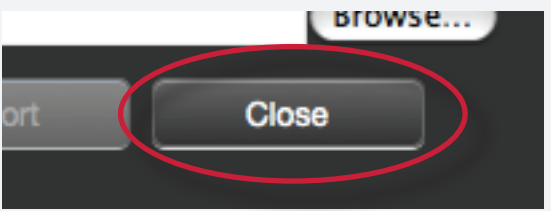
Adding a rubric to an assignment:	
1. Click on the <i>Rubric</i> icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the rubric list icon	
4. Select the rubric you would like to attach from the list of rubrics	
5. Click on the attach icon to attach the rubric to the assignment	
6. If a rubric is already attached to the assignment a warning notification will be given. To attach the new rubric click <i>Ok, detach the rubric</i>	



## Exporting and Importing Rubrics

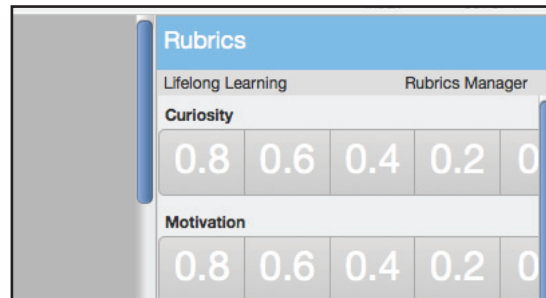
Within the Rubric Manager instructors can export rubrics to share with other instructors or import rubrics to use when grading papers with GradeMark. Unlike sharing, once a rubric set has been imported into an account it is then owned by that instructor who may then make any desired changes to the rubric.

To export a rubric:	
1. Click on the Rubric Manager icon within the Rubric sidebar	
2. Click on the rubric list icon	
3. Click on the name of the rubric to export	
4. Click on the import/export button and select <i>Export...</i> from the drop down menu	
5. A prompt will appear asking if you would like to save the file, select OK to save the file. The file name will be the rubric name with .rbc appended.	

<b>To import a rubric:</b>	
1. Click on the Rubric Manager icon within the rubric sidebar	
2. Click on the import/export button and select <i>Import...</i> from the drop down menu	
3. Click on the <i>Browse</i> button and locate the rubric file on your computer. Only .rbc file types may be imported into the Rubric Manager	
4. Click on the <i>Import</i> button	
5. To import additional rubrics repeat steps 3-4.	
6. Click the <i>Close</i> button to return to the Rubric Manager	

## Using a Rubric Scorecard to Grade

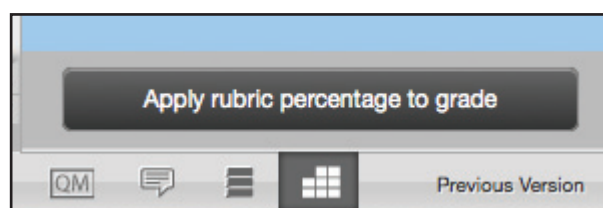
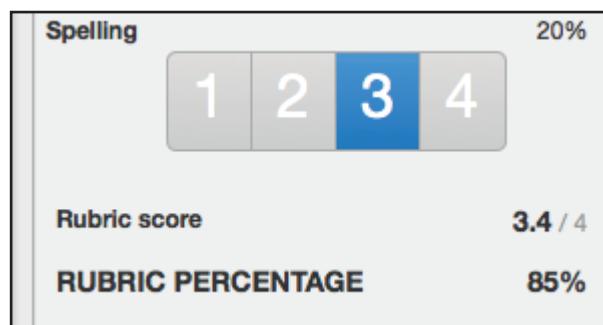
The rubric scorecard allows the instructor to easily score the performance of a paper against a set of criterion on a scale. The rubric scorecard is accessed within the rubric sidebar in the GradeMark paper view.



To open the rubric scorecard while viewing a student paper, the instructor user must click on the rubric icon at the bottom right corner of the GradeMark window. A rubric scorecard will only appear if there is a rubric attached to the assignment.



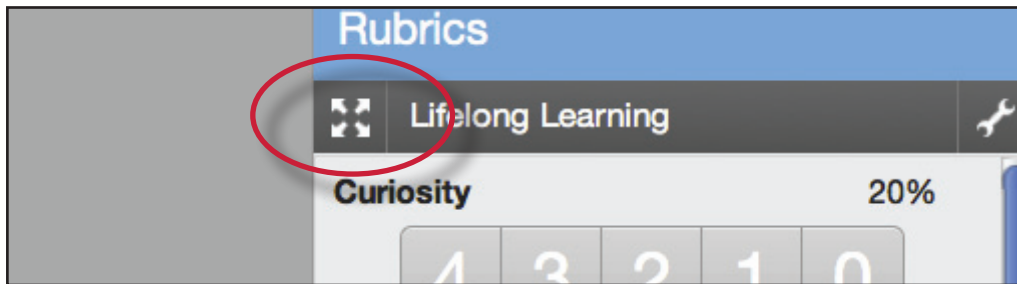
To grade with the rubric scorecard, click on the scale the paper has met for the criteria. The *Rubric score* below the scorecard displays the total of all the selected cell values. The *Rubric Percentage* displays the percentage of the total points out of points possible for the rubric scorecard. Click on the *Apply rubric percentage to grade* button at the bottom of the rubric sidebar to apply this percentage to the assignments total point value. Once a grade is applied from the rubric scorecard it will appear in the *Grade* field at the top right corner of the document viewer.



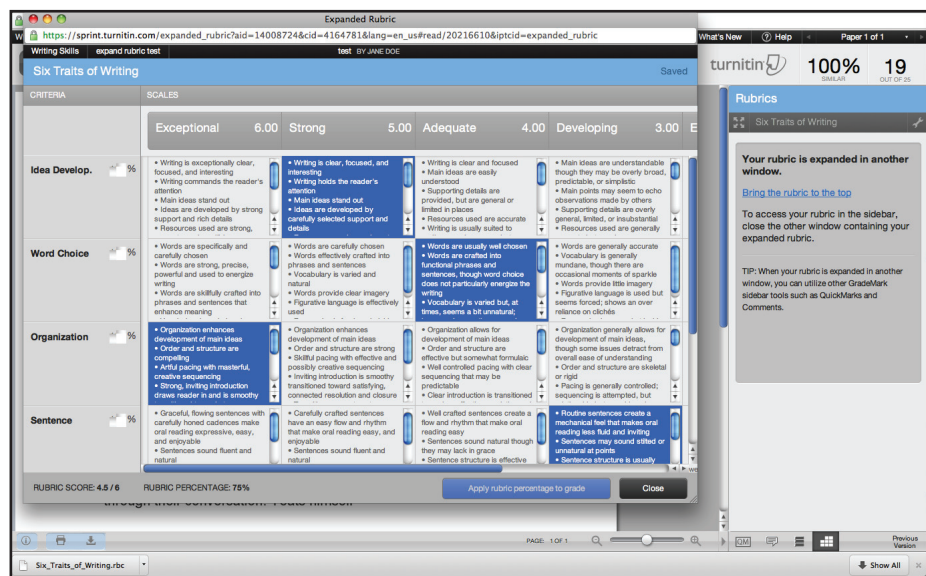
## Using the Expanded Rubric Scorecard to Grade

Instructors can use the expanded rubric scorecard to grade papers in GradeMark. The expanded rubric opens a new window displaying the rubric cell descriptions. The expanded rubric can remain open and used to grade each student's paper as the instructor navigates through the submitted papers using the paper list drop down located at the top right of the document viewer.

To view the expanded rubric within another window, from the rubric sidebar click on the expand rubric icon.



The expanded rubric displays each cell description to allow instructors to easily select the criteria scales for the paper.





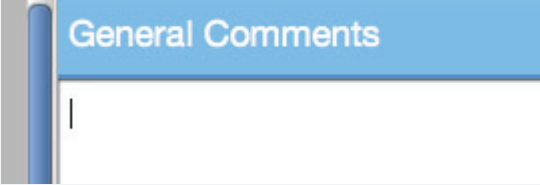

Click on the *Apply rubric percentage to grade* button at the bottom of the expanded rubric window to apply the rubric percentage to the assignments total point value. Once a grade is applied from the rubric scorecard it will appear in the *Grade* field at the top right corner of the document viewer.

To continue grading other student papers with the expanded rubric open in another browser window, click on the next arrow at the top right of the document viewer or use the paper list drop down to select a specific paper.




## General Comments

An instructor is able to write a general comment or leave a voice comment regarding a paper. The general comment tool allows for a longer, less area-specific feedback to be provided to the paper's author.

To add a general comment:	
1. Click on the general comments icon at the bottom of the GradeMark sidebar.	
2. Click on the <i>pencil icon</i> or within the text field to add your comment	
3. Type in the comment within the text field	
4. Click <i>Save</i> to save your comment	

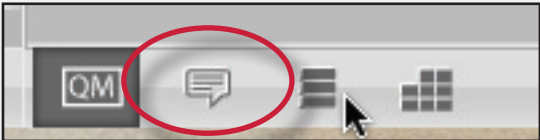
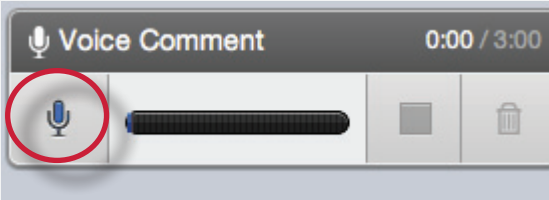
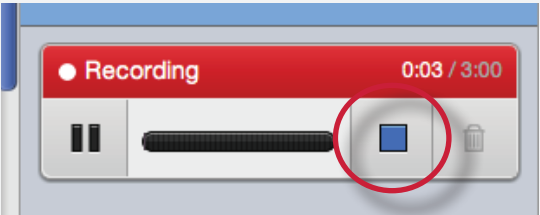
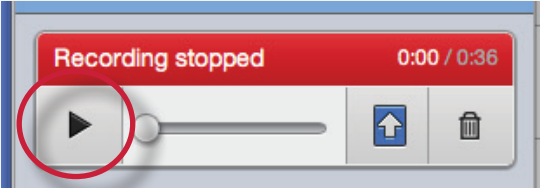
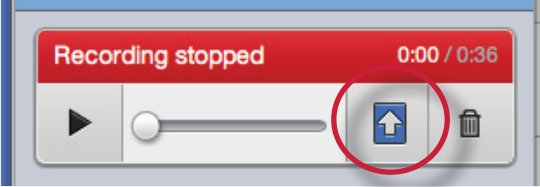
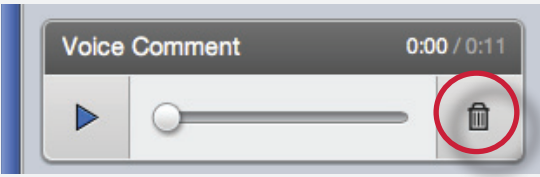
The general text comment will be part of the printable version of the GradeMark page for student users.

 **Note:** The General Comments sidebar is the default sidebar that students see when they open up their paper in GradeMark.



## Voice Comment

Instructors are able to leave a voice comment on the student's paper from within the General Comments sidebar. Just like the written general comment the voice comment allows the instructor to leave an extended comment about the paper as a whole. To leave a voice comment the instructor must first navigate to the General Comment sidebar and have a computer microphone available.

<b>To add a voice comment:</b>	
1. Click on the general comments icon at the bottom of the GradeMark sidebar.	
2. Click on the record button to begin recording the voice comment  Note: An Adobe Flash player settings pop-up will appear asking for permission to allow Turnitin to use the computer's microphone. Select allow to be able to record a voice comment	
3. Once you have finished recording your voice comment click on the stop button to stop recording  Note: A voice comment can be up to three minutes long. The length of the recording is noted in the top right corner of the Recording section	
4. To play back the recording before saving it click on the play button	
5. To save the voice comment click on the save icon	
6. If you would like to rerecord a voice comment after a voice comment was already saved, you must first delete the current voice comment by clicking on the trash can icon and then repeat steps 2-5	

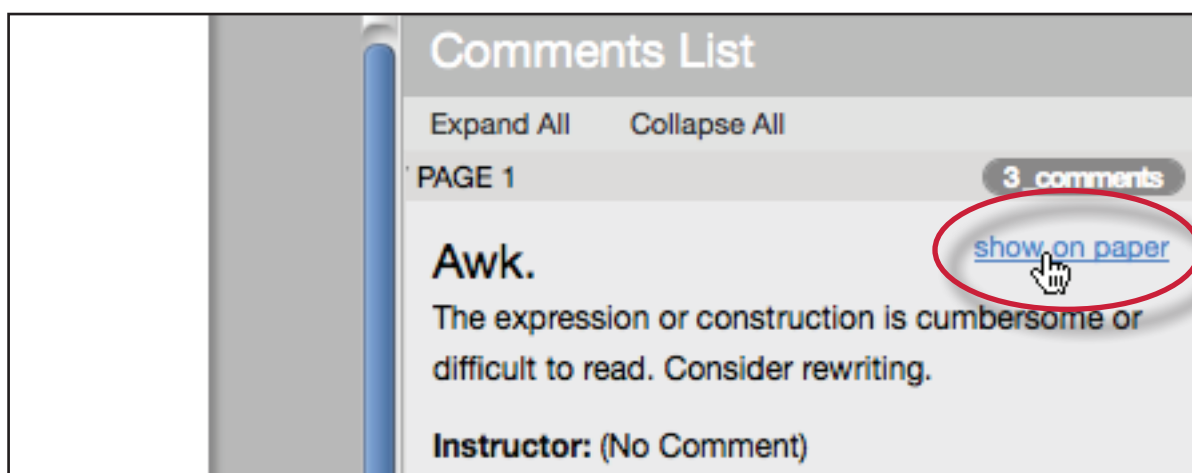
## Additional Functions

### The Comment List

The list of all marks that have been added to a paper can be viewed by clicking the comment list icon at the bottom of the GradeMark sidebar.



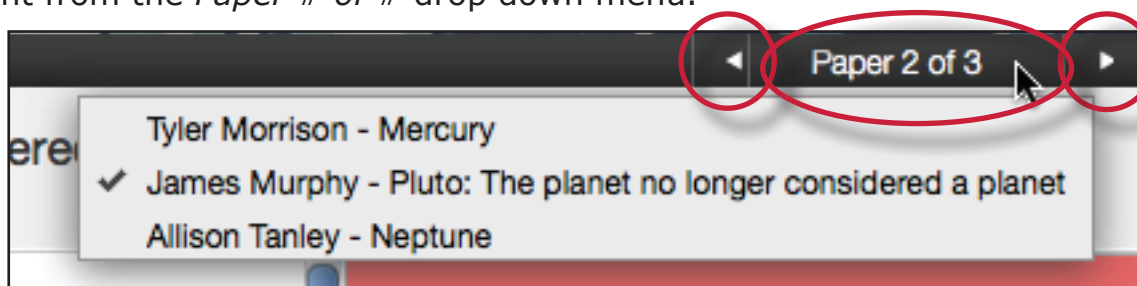
The list of comments can be used to navigate to the location of a comment on the paper by hovering the cursor over a mark in the comment list and then clicking on the *show on paper* link that appears.



### Navigation Between Papers

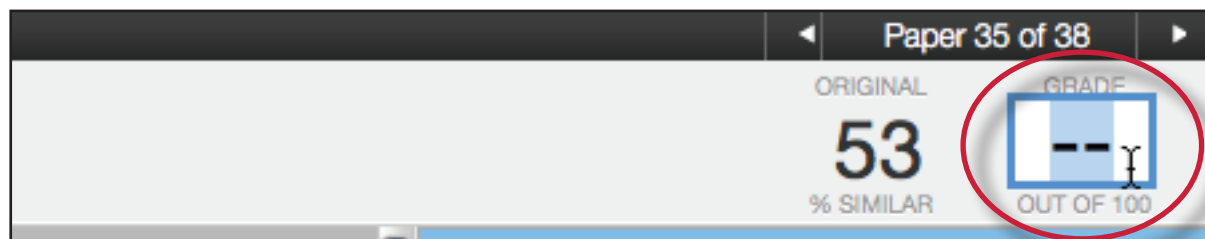
An instructor grading several papers may need to move to the next or previous paper without returning to the inbox and re-launching the GradeMark interface.

The *previous paper* and *next paper* arrows at the top of each paper in the document viewer allow the instructor to continue grading without returning to the assignment inbox. Each time the instructor moves between papers, any changes that have been made to the papers are saved automatically. An instructor may select a specific student from the *Paper # of #* drop down menu.



## Entering a Grade

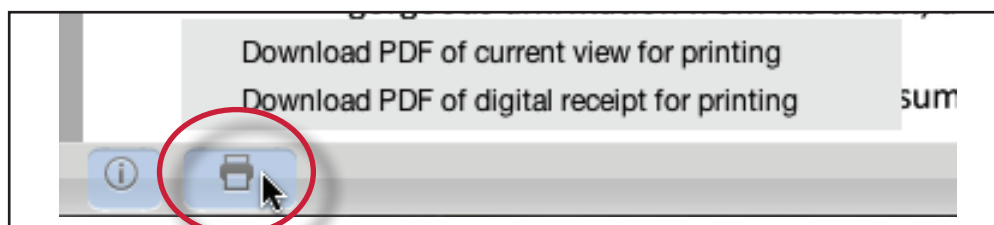
A numeric grade may be manually entered for a paper by clicking the *Grade* box at the top right of the paper, which opens a text box to enter the grade into. The Grade field automatically displays a -- for the grade until a grade is entered. Grades entered in this field will be saved to the GradeBook.



**Note:** If a rubric has been attached to the assignment, a grade will be automatically entered in the grade field if the Rubric percentage is applied to the assignments total point value.

## Printing

The GradeMark interface is not designed to be printed from the primary GradeMark screen. To download and print a paper with a full comment list and any rubric information, use the *print* icon at the bottom left of the GradeMark window.




A printable PDF version of the paper will be saved to your computer. Use the print menu from within your computer's default pdf viewing application to print the GradeMark paper.

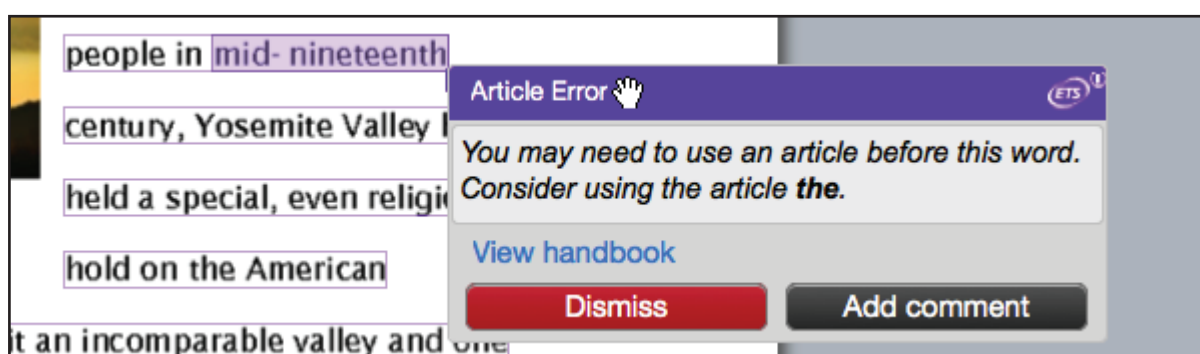
## ***e-rater*® Grammar Check Technology**

The *e-rater* grammar feedback technology, developed by ETS®, automatically checks submissions to an assignment for grammar, usage, mechanics, style and spelling errors; providing in depth feedback with on paper marks. To use *e-rater* technology for an assignment it must be enabled during assignment creation.

When viewing a paper in GradeMark for an assignment with *e-rater* settings enabled, *e-rater* technology will load the grammar and spelling marks once GradeMark opens in the document viewer.

 **Note:** It may take up to a minute for the *e-rater* feedback to load onto the paper.

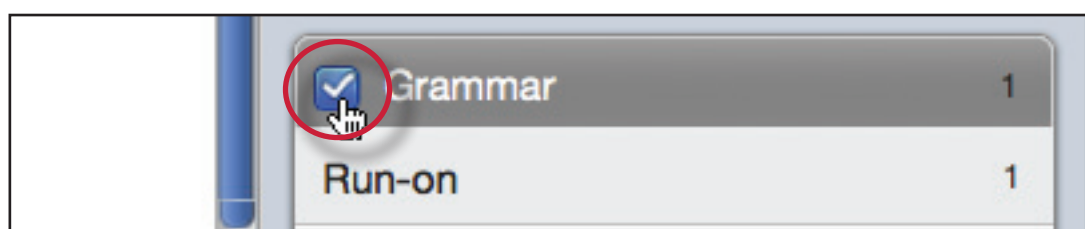
The *e-rater* feedback appears on the paper as purple comments. Hover the cursor over the mark to view the description of the *e-rater* feedback.



The *e-rater* sidebar in GradeMark displays the five *e-rater* trait categories and the number of each type of mark found for the paper. To view the ETS sidebar click on the ETS icon at the bottom of the sidebar.

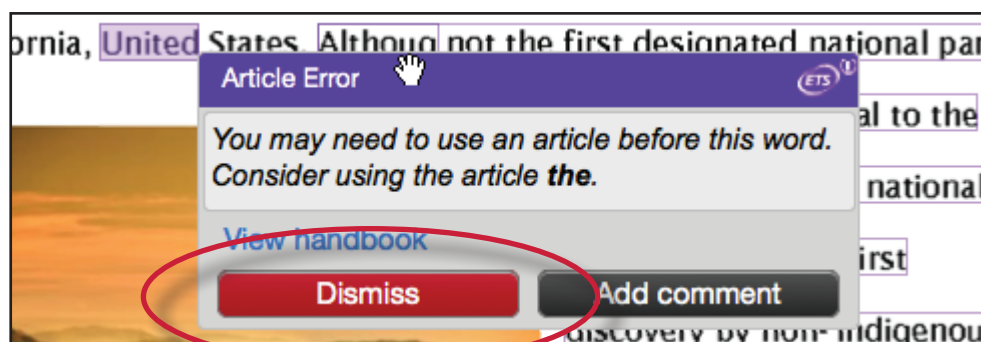


The *e-rater* sidebar displays each feedback category, a list of the traits for the category and the number of marks for each trait. The marks for a category can be hidden from the paper by unchecking the check box next to the category name.

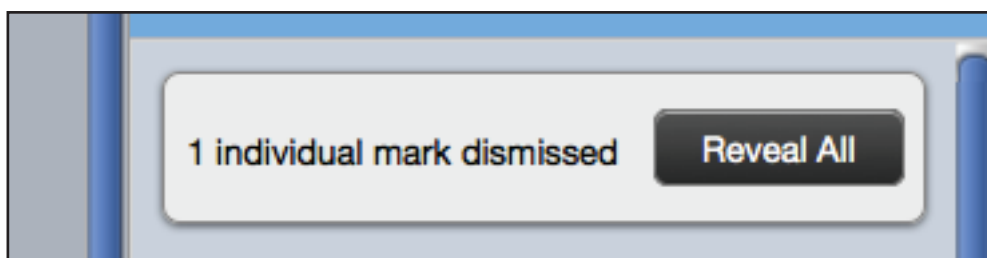


During assignment creation instructors can select which categories are hidden by default for all papers submitted to the assignment.

To dismiss a mark from the paper hover over the mark and click on the *Dismiss* button.



If *e-rater* marks were dismissed from the paper the top of the sidebar will track the # of dismissed marks. The instructor can restore the dismissed marks to the paper by clicking on the *Reveal All* button.



To add an additional comment to the *e-rater* mark hover over the mark and click on the *Add comment* button.

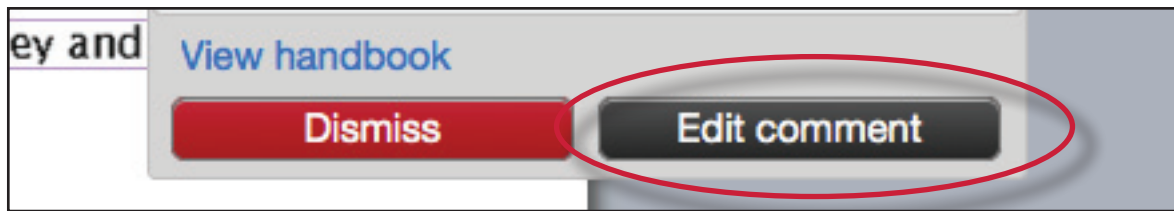


A text box will appear below the mark description. Enter the comment in the text box and click *Save* to add the comment to the *e-rater* mark.

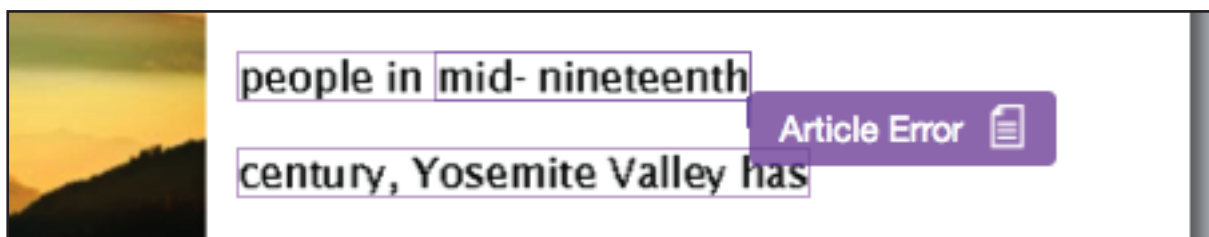




Comments added to *e-rater* marks can be edited by hovering over the mark and clicking on the edit comment button.



When an additional comment is added to an *e-rater* mark an icon appears next to the mark's title informing the student or the instructor that there is a comment added to this mark.



## Student Engagement

Once the papers submitted to an assignment are graded, instructors can view student engagement with the graded papers. An icon of a person with a check mark appears within the response column in the assignment inbox for each student who reviewed their graded paper in GradeMark for longer than 30 seconds.

	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID
	27%				197902819
	14%	45			197902612
	8%				197902745